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# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

August 12, 2008

To: Supervisor Yvonne B. Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich  
From:   
William T Fujioka  
Chief Executive Officer

## HEALTH AND PUBLIC HEALTH GRANT OPPORTUNITIES - STATUS REPORT

- On March 4, 2008, on motion by Supervisor Burke, your Board instructed this Office to work in conjunction with the Directors of the Departments of Health Services (DHS) and Public Health (DPH) to: review current practices and procedures within their departments for identifying and responding to requests for grant proposals and make recommendations for improvements to each department's policies to yield greater parity to help those areas with the highest need; develop a tracking system, whereby your Board receives notifications on a quarterly basis of any missed grant opportunities by DHS and DPH, including any individual facilities; and to report back to your Board within 30 days with findings and recommendations.

This is to advise your Board that we have reviewed the current grant guidelines and procedures that are in place within DHS and DPH and are providing that information below. However, an additional 30 days is required to formulate our final findings and recommendations. This Office, in collaboration with DHS and DPH, is currently exploring best practices of other County departments to enhance the departments' ability to identify and develop proposals for grant funding, as well as monitor and track grant-related activities.

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Existing procedures within DHS and DPH include:

- For many years, DHS and DPH have incorporated guidelines and policies established by the County Grants Manual (Manual) within their respective contracts and grants reporting units. The Manual provides:
  - Information, guidance and advice in the development and management of grants and other external sources of financial or material assistance;
  - Policies established by your Board regarding the use of grant funds to strengthen and improve services to the public;
  - Tracking of grant fund expenditures to ensure full utilization of grant funds; and
  - Reporting to your Board grants the County has applied for and the status of the applications to ensure your offices are adequately informed.
- Due to the diverse nature of the programs and services provided by both departments, the volume of grant opportunities available, and the absence of staff tasked with providing grant research, field experts are relied upon as the initial source for obtaining information on potential grant opportunities.

If you have any questions, please contact me or your staff may contact Dorothea Hayes at (213) 974-6837, [dhayes@ceo.lacounty.gov](mailto:dhayes@ceo.lacounty.gov) or Tami Omoto-Frias at (213) 893-9741, [tomoto-frias@ceo.lacounty.gov](mailto:tomoto-frias@ceo.lacounty.gov).

WTF:SRH:SAS  
MLM:DHH/TOF:yb

c: Executive Officer, Board of Supervisors  
County Counsel  
Interim Director, Department of Health Services  
Director and Health Officer, Department of Public Health



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WILLIAM T FUJIOKA  
Chief Executive Officer

September 26, 2008

To: Supervisor Yvonne B. Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

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On August 12, 2008, we provided your Board with a status report of our review and findings regarding the departments' current grant practices. In summary, we found that neither department had a centralized, uniform method to track or share grant information throughout its organization. We reported that efforts were underway to explore best practices of other County departments to enhance DHS' and DPH's ability to identify and develop proposals for grant funding, as well as monitor and track grant-related activity. This is to provide your Board with a final report of our findings and recommendations to improve grant practices, within both DHS and DPH.

This Office, in working with DHS and DPH, determined that adding a central grant research component would improve grant solicitation and better ensure that all departmental units are notified of available grants. The centralized grant process will facilitate research, compilation and dissemination of grant information systemwide.

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This centralized function is targeted for implementation by January 2009. Upon implementation, each department will identify a central project coordinator and program/facility contacts to ensure wide distribution of information on grant opportunities. The project coordinators will be responsible for researching, compiling and disseminating information on grant opportunities to departmental units via e-mail to program/facility contacts. In addition to information currently received by both departments, the project coordinator will be responsible for signing-up with on-line, subject matter list service agencies, to receive project and/or program specific information on grant opportunities. This information will be filtered for appropriateness and disseminated by the project coordinator to project/facility contacts electronically, on an ongoing basis. This centralized function will be implemented utilizing existing departmental resources.

Departments will centrally track and manage its grant applications and awards through the Grant Management System (GMS), a newly developed module of the County's eCAPS system. Program staff will continue to determine eligibility and apply for grants; the new process will require the grant information to be entered into the GMS where it can be viewed by the department's eCAPS users. Functions of the new module will include, among other things: the ability to track the life cycle of a grant, from opportunity to award; tie corresponding invoices to a grant; and improve reporting and auditing capabilities. The module will be accessible to all eCAPS users at no additional cost. It is currently in a pilot stage and DPH is participating in the testing component of the module. GMS is estimated to be implemented by DPH in spring 2009. The module will be rolled out to DHS at a later implementation phase; until then, DHS will track the data manually. Other County departments that are participating in the pilot phase are the Department of Public Works and the Sheriff's Department among others. The eCAPS GMS will be a powerful monitoring tool.

GMS will capture various information which will be used by departments to conduct data analysis and reporting grant opportunities and awards to your Board on a quarterly basis; as well as, Service Planning Area information to help analyze parity.

In response to your Board's instruction to report on any missed grant opportunities, we have found that there are thousands of health-related grant opportunities available. However, the County may not meet requirements, grant deliverables or specific criteria; resources may not be attainable within grant time limits; conflicts may exist with program priorities and objectives; and other restrictions. Therefore, not all available grants are pursued by the County.

Each Supervisor  
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If you have any questions or need additional information, please contact me or your staff may contact Dorothea Hayes at (213) 974-6837, or at [dhayes@ceo.lacounty.gov](mailto:dhayes@ceo.lacounty.gov); or Tami Omoto-Frias at (213) 893-9741, or at [tomoto-frias@ceo.lacounty.gov](mailto:tomoto-frias@ceo.lacounty.gov).

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